

### Object

Italtractor ITM SpA (hereinafter also "ITM" or the "Company") is committed to protecting the privacy and security of your personal information. The Company collects your personal information and is "Owner" of the processing of personal data in accordance with the law on the protection of personal data.

This information note (hereinafter also the "Notice") is intended to help you understand what personal data are being processed, why we register them and how we use them.

### Scope of application

All Italtractor ITM sites.

#### 1 Contact details

Your personal data is collected by Italtractor ITM SpA.

The Italtractor ITM SpA contact details are as follows:

Address: Via Confortino, 30, Loc. Crespellano -40056 Valsamoggia (BO) – Italy

Telephone: +39 051 738111

If you have any question regarding the use by us of your personal data or relating to this Notice, you can contact the Privacy Coordinator for the candidates processing of personal data at the following addresses:

Posta: Via Confortino, 30, Loc. Crespellano -40056 Valsamoggia (BO) - Italy

E-mail: [itmitaliahrprivacy@group-itm.com](mailto:itmitaliahrprivacy@group-itm.com)

Telephone: +39 051 738111

#### 2 What personal information we collect

We collect, store and use the information listed in Schedule 1 to this Candidates Notice.

We also point out that at the end of the selection process and in the event you are chosen as the recipient of the economic offer, we will request a copy of your pay slip to carry out appropriate checks on the salary and on the contractual framework.

If you fail to provide certain information when requested, we may not be able to evaluate your application and the possible integration in its workforce.

#### 3 How we collect your personal information

Your personal information is either (a) provided by you, (b) obtained from third parties, (normally through the application and recruitment process).

We will process your personal data by paper or by electronic means.

#### 4 Why we use your personal information

We use your personal information for the following purpose:

- to evaluate your application for the purpose of establishing a future employment relationship with the Company.

### 5 How and Why we use special category of personal information

Some personal information are treated as falling into a special category. This information are listed in Schedule 1. We will process such information in relation to the following areas:

- Data concerning conditions of disability (eventual enrollment in the targeted placement) to determine your suitability for work and to ensure the compliance with the provisions of Law No 68/1999.

### 6 Automated decision making

We do not envisage that any decisions will be taken about you using automated means. However we will notify you in writing if this position changes.

### 7 Information that we share

We will share your personal information with companies, organisations and individuals inside and outside of our group as follows:

- to other employees and companies in our group, in particular the United States, where our parent company is located and any other country in which we or any of our group companies have offices, exclusively for the purpose of evaluating your inclusion;
- with third parties, which the Company collaborates with for the purposes of evaluating and selecting candidates, or with persons, associations or professional firms that provide consultancy and assistance to the Company, provided that we can take reasonable measures to ensure that your data is always kept safe.

### 8 Retention of your information

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, in any case we will retain your personal information for a maximum period of six months from the date of the interview.

### 9 Securing your information

We follow strict security procedures as to how your personal information is stored and used, and who sees it, to help stop any unauthorised person accessing it.

### 10 Where your information will be held

Your personal data may be transferred to countries located in or outside the European Union, some of which may not provide adequate data protection guarantees (a complete list of countries providing adequate data protection guarantees is available on the website of the Garante per la Protezione dei Dati Personali, [www.garanteprivacy.it](http://www.garanteprivacy.it)). In such cases, we will endeavor to provide appropriate safeguards to protect your personal data in those countries in accordance with this Candidates Notice. Some of the safeguards that we may adopt, where appropriate, include: the use of standard contractual clauses approved by the European Commission with our suppliers, intra-group transfer agreements (so that we can securely transfer your personal data between group companies worldwide) and the conclusion of contracts with companies certified Privacy Shield in the United States.

### 11 Your rights

The following are your rights in relation to the processing of personal data performed by us:

- **Access:** you are entitled to ask us if we are processing your information and, if we are, you can request access to your personal information (commonly known as a "**data subject access request**"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Correction:** you are entitled to request that any incomplete or inaccurate personal information we hold about you is corrected.
- **Erasure or anonymization:** you are entitled to ask us to delete or remove personal information or anonymize it in certain circumstances. There are also certain exceptions where we may refuse a request for erasure, for example, where the personal data is required for compliance with law or in connection with claims.
- **Restriction:** you are entitled to ask us to suspend the processing of certain of your personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Transfer:** you may request the transfer of certain of your personal information to another party.
- **Objection:** where we are processing your personal information based on a legitimate interest (or those of a third party) you may object to processing on this ground. However we may be entitled to continue processing your information based on our legitimate interests.

If you want to exercise any of these rights, please contact us in writing at:  
[itmitaliahrprivacy@group-itm.com](mailto:itmitaliahrprivacy@group-itm.com)

- You also have a right to lodge a complaint with a supervisory authority, in particular in the Member State in the European Union where you are habitually resident, where you work or where an alleged infringement of Data Protection law has taken place. In Italy you can make a complaint to the Garante per la protezione dei dati personali (Tel: 06/69677.3785 or at [www.garanteprivacy.it](http://www.garanteprivacy.it)).

### 12 Right to withdraw consent

You have the right to withdraw your consent for the processing of your personal data at any time. To withdraw your consent, please contact us at [itmitaliahrprivacy@group-itm.com](mailto:itmitaliahrprivacy@group-itm.com)

### Schedule 1

#### Personal Data.

- *Personal identifiers* such as title, name, surname, place and date of birth, age, gender, residence, domicile, marital status, family composition, personal email address, telephone number and, where applicable, national tax ID, social security number, National Registration Identity Card (NRIC) driver's licence number and passport number.
- *Resume/CVs* which will include information on your education and training details such as qualifications, academic records, schools, training record, professional expertise, fixed/variable gross annual salary and any benefits.

#### Special categories of personal data

We may collect, store and use the following “**special categories**” of personal information:

- Data concerning conditions of disability (eventual enrollment in the targeted placement).